

# SUMMARY OF BESSIE SMITH COMMUNITY CENTER

**PURPOSE:** The purpose of the Center is to provide a unique facility that will not only meet a variety of community needs, but an opportunity for residents of the community to participate in a process of planning, administration and, primarily, decision making on matters that affect their very lives.

It will serve as a Center to stimulate ideas for community development through educational and recreational programs, and even the building rehabilitation itself; and provide employment and in-service training for local residents.

The immediate purpose is to provide a recreation and education program that satisfies our needs and objectives and where: "...We could have someone there to instruct, teach, talk to the kids, give them advice about certain things that are necessary for them to know. If we could get these places, I'm quite sure it would be beneficial to the neighborhood..."

A second immediate purpose is to provide a place where adults meet and enroll in various programs.

There are no rigid rules in the establishment of community centers; an underlying purpose in this proposal is to establish this center as a pilot program for sub-division 5 and the other divisions of Area Board III.

**NEED AND OBJECTIVES:** No existing program meets the combination of objectives the center will attempt to meet. Some features of the Center are as follows:

1. The Center will serve a variety of age groups.
2. The Center will be within walking distance of the majority of people it will serve.
3. The Center will provide a place in which different kinds of people with varying interests can meet together to discuss common problems and means for their solution.
4. The Center will be open at hours which are designed to meet people's needs.

**USERS:** The majority of users will be those who can most easily get to the Center. Locating the facility in the geographic center of Area Board III in subdivision 5 will provide equal access to all residents of the area. The population of subdivision 5 alone is enough to make maximum use of such a facility.

Estimated total population of subdivision 5	4779
" under 5 years of age	751
" 5-9	534
" 10-14	395
" 15-19	327
" 20 and over	2772

The 5 to 19 age groups, expected to make greatest use of the Center, amounts to over 1,250 persons alone.

The Center will not only serve the above population, but will be available to all living within the Area Board III boundaries. In addition to the 4,779 persons, it is estimated that more than 3,000 residents will avail themselves of the services offered.

**WORK PROGRAM:** Space in the Center is allocated according to program, the maximum number of users at any one session, and the time the particular activity is offered.

Activities in the Center will serve all age groups. Programming of activities is dependent on what people want. Certain activities will be shared by all age groups while others will be geared to particular groups. Essentially there will be programs for 5 to 12 year olds, teenagers, adults and older adults.

Activities for 5 to 12 year olds will include: working with puppets, playing with games and toys, coloring books, playing house, dressing up, group singing, and dancing, drawing pictures, library trips, handicrafts, and discussion groups.

There will be a teen canteen and adult lounge where meetings, study groups, dances and special activities can take place.

In addition to the teen canteen and the adult lounge there will be special programs for the older adults such as: card games, chess, checkers, letter writing and special trips.

Specific programs for all ages include: sewing, typing, cooking, boxing, wrestling, pool, ping pong, wood working, special interests and hobbies, and arts and crafts. Also there will be a grievance clinic.

There will be music, theater, dance and programs to promote the formation of singing groups, rhythm bands, dance groups and contests and plays. Theater trips will be arranged also.

Space in the center can be changed in order to consider initiating public service programs such as adult education, job training programs and other components of the Community Action Program as they become operative.

In order to meet the needs of the total community as well as to make the center increasingly self-sufficient financially, space will be made available for a fee to social, civic, trade union, and religious organizations for special occasions or weekly meetings.

Any work program for a center is based on "one hundred imponderables" as no two centers can be identical in programs offered or in beneficiaries served. The foregoing work program is therefore subject to change, but is submitted as indicative of the thinking of the planning committee for the center. The amount of equipment is based on an anticipated enrollment figure and on the experience of other centers. However, most centers contacted submit budgets for programs under a bulk figure for program supplies and have a built-in budget flexibility.

**ADMINISTRATION AND ORGANIZATION:** A major objective of this project is to achieve maximum participation and decision making by the people who use the center. Toward this end, a non-profit corporation is established, to be known as the Peoples' Community Center Corporation where:

1. Membership in the Peoples' Community Center Corporation is open to all residents of subdivision 5 of Area Board #3. The services of the PCCC will be available for all residents of Area Board #3. Where programs are limited in enrollment priority will be given to residents of sub-section 5.
2. The membership body will meet as a whole at least every six (6) months. The membership will elect a Board of Trustees composed of fifty (50) people, forty-one (41) elected by the membership and nine (9) to be ex-officio and representing one (1) each from the nine (9) remaining subdivisions of Area Board #3. These nine (9) ex-officio trustees must be members of the Board of Trustees of Area Board #3 and will serve on the Peoples' Community Center Corporation for the period of time concomitant with their membership on the Board of Trustees of the Peoples' Action Group. All terms of office shall be for one year. In the first year of corporation, eighteen members of the Board, not ex-officio

officers and not officers, will serve for the period of six (6) months. Ten (10) of these elected to the Board shall be youth.

**OFFICERS:** Officers of the Corporation shall consist of Chairman, Vice-Chairman, Secretary, Treasurer and Sergeant-at-arms. Officers will be elected for the term of one (1) year. Officers shall be members of the Board of Trustees. The Board of Trustees is elected at an open meeting by the general membership.

The personnel committee established by the Board will have the responsibility for interviewing and screening individuals for the position of Center Coordinator, and will make recommendations to the Board of Trustees for their final approval. The committee will also be responsible for interviewing and screening individuals for the positions of Center Leader and will recommend to the Coordinator qualified individuals with the responsibility of selection vested in the Coordinator. All other staff, excluding part-time personnel, must be interviewed by the committee, which will make recommendations to the Coordinator; the Director will have the final responsibility for hiring all staff.

The program policy would be determined by recommendations to the program committee, which will be responsible for transmitting such program proposals to the membership, reporting their evaluation and recommendations to the Board of Trustees for their approval. Suggestions will come in to the Director and forwarded with recommendations to the program committee.

Twenty members shall constitute a quorum for the transaction of business at any Board of Trustees meeting. Seventy-five will constitute a quorum at a regular meeting of the membership. Thirty-five will constitute a quorum at any call meeting of the membership.

There must be a ten (10) day notice for all meetings of the Corporation.

UNITED COMMUNITY CORPORATION  
BUDGET PREPARATION FORM

NAME OF PROJECT Bessie Smith Community  
Center

DATE SUBMITTED \_\_\_\_\_

PROJECT NUMBER \_\_\_\_\_

AGENCY \_\_\_\_\_

RECAPITULATION

	<u>TOTAL COSTS</u>	<u>O.E.O.</u>	<u>NON-FED</u>
B1.1 PERSONNEL SERVICES	\$ _____	\$ <u>109,100</u>	\$ _____
LESS: ACCRUALS	(\$ _____)	(\$ _____)	(\$ _____)
PLUS: FRINGE BENEFITS	\$ _____	\$ <u>16,365</u>	\$ _____
TOTAL PERSONNEL SERVICES	\$ _____	\$ <u>125,465</u>	\$ _____
B2.1 CONSULTANT SERVICES	\$ _____	\$ <u>2,250</u>	\$ _____
B2.2 OTHER CONTRACT SERVICES	\$ _____	\$ <u>10,900</u>	\$ _____
B3.0 TRAVEL	\$ _____	\$ <u>500</u>	\$ _____
B4.0 SPACE COSTS & RENTALS	\$ _____	\$ <u>12,000</u>	\$ _____
B5.0 CONSUMABLE SUPPLIES	\$ _____	\$ <u>3,350</u>	\$ _____
B6.0 RENTAL LEASE, OR PURCHASE OF EQUIPMENT	\$ _____	\$ _____	\$ _____
B7.0 OTHER COSTS	\$ _____	\$ <u>3,950</u>	\$ _____
TOTAL PROJECT COSTS	\$ _____	\$ <u>158,415</u>	\$ _____

UNITED COMMUNITY CORPORATION  
BUDGET PREPARATION FORM

NAME OF PROJECT Bessie Smith Community  
Center  
DATE SUBMITTED \_\_\_\_\_  
PROJECT NUMBER \_\_\_\_\_

B1.1 PERSONNEL SERVICES

LINE NO.	TITLE	TOTAL COST	O.E.O.	NON-FED
1	Center Coordinator @\$733 per mo.		\$ 8,800	
2				
3	(2) Center Leaders @\$583 per mo.		14,000	
4				
5	(1) Steno-Typist @\$485 per mo.		5,500	
6				
7	(1) Bookkeeper-Typist @\$400 per mo.		4,800	
8				
9	(10) Center Workers @\$458 per mo.		55,000	
10				
11	(2) Youth Workers @\$583 per mo.		14,000	
12				
13	(1) Community Relations Worker @\$583, per mo.		7,000	
14				
15				
16				
17				
18				
19				
20				
	SUB-TOTAL		\$ 109,100	
	LESS: ACCRUALS (IF ANY)			
	PLUS: FRINGE BENEFITS (see instructions)		16,365	
	TOTAL PERSONNEL SERVICES		\$ 125,465	

UNITED COMMUNITY CORPORATION  
BUDGET PREPARATION FORM

NAME OF PROJECT Bessie Smith Community  
DATE SUBMITTED \_\_\_\_\_ Center  
PROJECT NUMBER \_\_\_\_\_  
AGENCY \_\_\_\_\_

B2.1 CONSULTANT SERVICES

LINE TYPE AND ESTIMATE  
NO. NUMBER OF MAN-DAYS

	TOTAL COST	O.E.O.	NON-FED
1 <u>Voc-Ed Specialist</u> 10 days @ \$50	\$ 500		
2 <u>Arts &amp; Crafts Specialist</u> 5 days @ \$50	250		
3 <u>Consumer Education &amp; Co-op</u> <u>Specialist 20 days @ \$50</u>	1,000		
5 <u>Home Economics Specialist</u> 10 days @ \$50	500		
TOTAL CONSULTANT SERVICES	\$ 2,250		

B2.2 OTHER CONTRACT SERVICES

NOT PROVIDED FOR  
ELSEWHERE

1 <u>Auditing &amp; Inventory</u>	\$ 900		
2 <u>Maintenance &amp; Extermination</u> <u>&amp; Garbage Collection</u>			
3 _____			
TOTAL OTHER CONTRACT SERVICES	\$10,900		

B3.0 TRAVEL

1 LOCAL AUTOMOBILE	\$		
2 PUBLIC TRANSIT			
3 TRIPS TO WASH., D. C.			
4 OTHER CITIES			
5 <u>Program Trips</u>	500		
6 _____			
TOTAL TRAVEL	\$ 500		

UNITED COMMUNITY CORPORATION  
BUDGET PREPARATION FORM

NAME OF PROJECT Beessie Smith Community  
DATE SUBMITTED \_\_\_\_\_ Center  
PROJECT NUMBER \_\_\_\_\_

		<u>TOTAL COST</u>	<u>O.E.O.</u>	<u>NON-FED</u>
<b>B4.0 SPACE COSTS &amp; RENTALS</b>				
<u>LINE</u>	<u>ESTIMATED PER SQUARE</u>			
<u>NO.</u>	<u>FOOT</u>			
1	Rent		\$ 10.000	
2	Renovation (Roof & Parking Lot)		2.000	
3				
4				
5				
6				
	TOTAL SPACE COSTS & RENTAL		\$ 12.000	
<b>B5.0 CONSUMABLE SUPPLIES</b>				
1	18 Staff Members @ \$75		\$ 1.350	
2				
3	Program Supplies 1,000 @ \$2		2.000	
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
	TOTAL CONSUMABLE SUPPLIES		\$ 3.350	



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UNITED COMMUNITY CORPORATION  
BUDGET PREPARATION FORM

NAME OF PROJECT Bessie Smith Community  
Center

DATE SUBMITTED \_\_\_\_\_

PROJECT NUMBER \_\_\_\_\_

AGENCY \_\_\_\_\_

TOTAL COST      O.E.O.      NON-FED

B7.0 OTHER COSTS

LINE  
NO.

1	<u>Telephone</u>	<u>\$ 1,500</u>	<u>          </u>
2	<u>Insurance</u>	<u>750</u>	<u>          </u>
3	<u>Printing</u>	<u>1,000</u>	<u>          </u>
4	<u>Postage</u>	<u>700</u>	<u>          </u>
5	<u>                  </u>	<u>          </u>	<u>          </u>
6	<u>                  </u>	<u>          </u>	<u>          </u>
7	<u>                  </u>	<u>          </u>	<u>          </u>
8	<u>                  </u>	<u>          </u>	<u>          </u>
9	<u>                  </u>	<u>          </u>	<u>          </u>
10	<u>                  </u>	<u>          </u>	<u>          </u>
11	<u>                  </u>	<u>          </u>	<u>          </u>

TOTAL OTHER COSTS  
(See instructions for details)

                \$ 3,950